PART III.—ADMINISTRATION REPORTS.

1. The Conservators of Forests should submit their Annual Forest Administration Reports through the Commissioners concerned. (G. R. No. 1115, dated 27th February 1873.)

2. The following arrangements have been sanctioned by the Government of India in regard to the submission of Forest Administration Reports:—

(1) Divisional Officers will submit their Annual Reports to Conservators on or before the 15th August;

(2) Conservators' Reports (in manuscript) must be in the hands of Local Governments by the 1st October, and copies will be forwarded simultaneously to the Inspector-General of Forests for information;

(3) The orders of Local Governments on the Reports should reach the Government of India by the 1st January.

(G. I., R. & A., No. 16-F., dated 7th June 1892; G. R. No. 5506, dated 6th July 1892.)

These arrangements do not affect the orders in force in the Bombay Presidency, which require that Conservators' Annual Reports should be forwarded to the Commissioners concerned in print by the 31st October and that the printed reports should reach Government with the Commissioners' remarks by the 15th November. The Commissioners should also forward a copy of their remarks direct to the Superintendent, Government Central Press, who should print them without delay and furnish a complete copy of the reports to Government by the 25th November.

(G. Rs. Nos. 6862, dated 29th September 1890, and 8102, dated 15th November 1890.)

3. The Annual Reports of the Forest Department should be submitted in the form prescribed in Chapter IV of the Forest Department Code. (G. Rs. Nos. 2330, dated 18th March 1884, and 3503, dated 1st May 1884.)

4. Copies of the Annual Forest Administration Report of the Bombay Presidency and of any orders that it may call forth should be forwarded for the information of the Secretary of State for India by the 31st March. (S. of S. No. 2, Rev., dated 17th January 1878; *vide* G. R. No. 854, dated 16th February 1878.)

5. Full particulars should be given in the Forest Administration Reports as to what has already been accomplished in respect of the reservation of forest areas, and the bearings which the reserves have, with regard to situation and extent, to the general requirements of the country. The reports would also be more valuable for purpose of future reference if furnished with a brief index, and a small map

indicating the principal localities referred to should be attached. (S. of S. Nos. 5, Rev., dated 23rd September 1875, and 3, Rev., dated 8th April 1878; *vide* G. Rs. Nos. 6226, dated 4th November 1875, and 2657, dated 23rd May 1878.)

6. The comparison of the actual receipts and expenditure with the budget and regular estimates, and the explanation of the differences shown by that comparison would be more properly made in submitting the budget proposals than in the Annual Forest Administration Reports. On the other hand, in these reports the figures for at least one previous year should be given as regards all important items of revenue and expenditure, and explanations given of any marked differences, as in that way alone can a proper estimate be formed of the progress which is being made. (G. R. No. 7796, dated 22nd December 1881.)

7. It is important to know what are the areas of reserved and protected forest, respectively, and what transfers have been made from the one head to the other in the course of the year. The area need not be given both in square miles and in acres, but generally in square miles, fractions of a square mile only being in acres. (G. R. No. 7796, dated 22nd December 1881.)

8. The Conservators of Forests should in their Annual Administration Reports furnish a statement showing exactly the extent of progress of forest demarcation and settlement work in the districts under their charge. The statement should show, for each district, the area finally disposed of, the area remaining to be dealt with, and the probable date by which it is expected that the work will be completed. (G. I., H. D., No. 702-F., dated 19th August 1882; *vide* G. Rs. Nos. 6029, dated 2nd September 1882, and 8506, dated 5th December 1882.)

9. In the Annual Forest Administration Reports information should be given regarding the progress which has taken place up to date in the final constitution and settlement of the State forest property. This information should be given in such detail as to show at a glance the area of forests finally settled, apart from the areas of those which have been declared reserved or protected forests under Section 34 of the Forest Act, but in which the rights of private persons have not up to date been sufficiently enquired into, settled and recorded. (G. I., H. D., No. 462-F., dated 3rd June 1886; *vide* G. R., No. 4747, dated 3rd July 1886.)

10. In the summary of Chapter I of the Annual Forest Administration Reports, information with regard to the areas declared, under the provisions of Section 34 of the Indian Forest Act, to be either reserved or protected forests, but in which the rights have not been finally settled, should be given in the following form :—

Class of Forests.	At the commencement of the year, areas under Section 34 in which private rights have not been enquired into, settled, and recorded.	AREAS SETTLED DURING THE YEAR UNDER.		Area of Reserved Forests alienated under Section 26.	Area of Protected Forests disforested under Government orders.	At the end of the year, areas under Section 34 in which private rights have not been enquired into, settled, and recorded.
		Chapter II of the Act.	Chapter IV of the Act.			
	Sq. ms.	Sq. ms.	Sq. ms.	Sq. ms.	Sq. ms.	Sq. ms.
Reserved Forests...	...	...	...	...	...	...
Protected Forests...	...	...	...	...	...	...
Total ...	...	...	...	...	...	...

(G. I., R. & A., No. 420-F., dated 23rd May 1887; *vide* G. R. No. 8738, dated 24th December 1887.)

11. With a view to enable Government to arrive at a correct conclusion as regards the results of fire protection, the Conservators of Forests should in their Annual Forest Administration Reports show in a tabular form the areas which it was attempted to protect, the area of failures, and the expenditure incurred. (G. R. No. 2575, dated 30th March 1883.)

12. Estimates should be included in the Annual Forest Administration Reports of the forest areas which as a rule escape forest fires without the adoption of special measures for their protection. The information is required by the Government of India with special reference to forest reserves. The Government of India does not desire to have those areas specially reported on where they represent merely scattered plots of small extent surrounded by deciduous forest, through which, but for protective measures, fire would pass. (G. I., H. D., No. 4-F., dated 14th April 1885, and G. I., R. & A., Nos. 816-F., dated 5th August 1889, and 577-F., dated 7th July 1890; *vide* G. Rs. Nos. 3684, dated 7th May 1885, 6731, dated 9th September 1889, and 6059, dated 26th August 1890.)

13. It would be interesting if some account of the protective measures adopted against forest fires, and of the amount of damage caused, were given in the Annual Forest Administration Reports. (G. R. No. 7232, dated 12th September 1892.)

14. In the Annual Forest Administration Reports the actual amount of boundary demarcation executed during the year and the nature of the marks erected should be shown. (G. R. No. 1021, dated 14th February 1887.)

15. The Conservators of Forests should in their Administration Reports supply information as to the sums realized from cases compounded under Section 67 of the Forest Act. (G. R. No. 8738, dated 24th December 1887.)

16. Form No. 65 (Financial Results of the year) of the Forest Department Code should be carefully compiled in accordance with the directions of the Code so as to avoid discrepancies of the nature noticed by the Government of India in paragraph 11* of their letter No. 652-F., dated 19th June 1888, reviewing the report of Forest Administration in the Bombay Presidency for 1886-87. (G. R. No. 7515, dated 12th November 1888.)

17. Hypothetical figures should be avoided in official reports. (G. R. No. 5664, dated 5th August 1889.)

18. In the Forest Administration Reports an analysis should be given of the cost of forest settlement operations, noting the cost per square mile up to date and for the year under review. (G. I., R. & A., Nos. 816-F., dated 5th August 1889, and 577-F., dated 7th July 1890; *vide* G. Rs. Nos. 6731, dated 9th September 1889, and 6059, dated 26th August 1890.)

19. The forest areas finally reserved should be debited with the total cost of settlement operations up to date, less the cost of settlements in progress and the general average per square mile which results should be distributed amongst the reserves already gazetted.

As far as possible, the capital spent on the settlement of the reserves should be shown under the following main heads:—

A.—Pay and allowances of officers.

B.—Compensation.

C.—Miscellaneous expenditure.

It is obviously of importance that the amount expended on the constitution of each forest reserve, including the cost of its settlement, demarcation and survey, and of the permanent roads and buildings constructed in it, should be treated as capital invested in the forest; leaving the amount spent on temporary works for the extraction of produce, on the making of inspection paths, on the erection of temporary buildings, on cultural operations, on protection from fire and on working plans, together with all other annually or periodically recurring expenditure, to be balanced against the revenue.

It is not intended, however, that elaborate accounts should be kept of the expenditure in connection with the settlement of forest reserves. The Gov-

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"* 11. I am to point out that the general statement of Financial Results contained in Form 62† is differently compiled in the three circles and is consequently of comparatively little value. In one circle the column 'for timber and other produce removed from the forests by Government Agency' includes that removed by purchasers and consumers, and the column headed 'other revenue charges' includes the cost of settlements, and, again, no establishment charges are debited in one circle to timber works, and in the others in untraceble proportions. Changes in the sequence of divisions have also been noticed in other forms, and this too, it is suggested, should be avoided." (G. I., R. & A., No. 652-F., dated 19th June 1888; *vide* G. R. No. 5016, dated 27th July 1888.)

† Now Form 65.

ernment of India only desire that some account should be maintained of the capital or extraordinary expenditure incurred on the settlement, *i.e.*, (acquisition and constitution) of the more important reserves and not for every village or survey number containing reserved forest. (G. I., R. & A., Nos. 726-F., dated 23rd June 1891, and 1388-F., dated 28th October 1892; *vide* G. Rs. Nos. 5589, dated 14th August 1891, and 9196, dated 22nd November 1892.)

20. No remarks or comparisons are possible as regards the yield of the forests so long as the various descriptions of forest produce are not reduced to the denomination of cubic feet in the cases of timber and fuel, and money in the case of minor forest produce. This should be attended to in future Forest Administration Reports. The record of the manner of exploitation should also receive more attention, as the treatment of the forests in this respect is of great importance to their maintenance and reproduction, and also influences the revenue. (G. I., R. & A., Nos. 816-F., dated 5th August 1889, and 577-F., dated 7th July 1890; *vide* G. Rs. Nos. 6731, dated 9th September 1889, and 6059, dated 26th August 1890.)

21. The attention of the Conservators of Forests is drawn to the irregularities in the preparation of the returns of forest area embodied in the Forest Administration Reports brought to notice in the following extract from the memorandum No. 1736, dated 27th August 1889, from the Director of Land Records and Agriculture, No. 1736, dated 27th August 1889, and they should see that correct areas are given in future reports:—

"It will be seen that the difference in the forest area, as shown in Form A of the Returns of Agricultural Statistics of the Bombay Presidency and that given in the Annual Forest Administration Reports, is due to one or more of the following reasons in respect to each district:—

I.—The same area as was originally gazetted under the Forest Act of 1878 as reserved forest is annually shown in the forest report though the figure has changed since that time.

II.—The village papers are not corrected according to the demarcation and final settlement of the forest areas.

III.—Clerical errors made in preparing the revenue and forest returns 1889."

(G. R. No. 7260, dated 27th September 1889.)

22. It has been noticed that the information regarding natural reproduction recorded in the Annual Forest Administration Reports is not unfrequently insufficient or vague. The Government of India desire, therefore, that in future annual reports the general conditions of the forests as regards reproduction may be more clearly and precisely explained. As a rule, reproduction proceeds satisfactorily in forests which are carefully protected from fire and grazing, so that it would only appear necessary to draw attention to the exceptions to the rule and to endeavour to explain the causes of failure with a view to their removal, where possible. These

causes may be that seeding does not take place at all, or that the seeds are not fertile or are destroyed by insects and other animals, or killed by frost, drought, and other injurious weather influences, or that the ground is too hard for successful germination, or that the seedlings although produced in numbers, are choked up by rank inferior growth, burnt, grazed down or otherwise destroyed. Similarly, in the event of seedlings coming up in abundance where none were observed before, an attempt might be made to explain what are the favourably determining conditions, and what steps, if any, have been taken to develop these conditions. (G. I., R. & A., No. 31-F., dated 30th September 1889; *vide* G. R. No. 8144, dated 26th October 1889.)

23. When the open portions of a forest block are at an inconvenient distance from any village, and the closed areas are conveniently near, there will always of course be a temptation to drive cattle into the latter. Wilful trespass of this kind must be prevented by all possible means. If the present pound fines are found not sufficiently high to be deterrent, the question of raising them under the provisions of Section 70 of the Forest Act will be considered. But in any case the temptation should be removed, as far as possible, by taking measures, as early as possible, in each season to clear away all grass from the closed coupes either by permitting the cultivators to remove it, under proper supervision, for rab and fodder, or through the agency of contractors. This measure is also very necessary in connection with fire protection. Full information as regards cattle impounded for grazing without passes in open forest should be given in the Forest Administration Report. (G. R. No. 1899, dated 13th March 1891.)

24. Separate returns should be submitted by the Conservators of Forests with their Annual Administration Reports regarding the number of animals impounded in open and closed forests. (G. R. No. 5589, dated 14th August 1891.)

25. Full details regarding grazing operations should be given in the Annual Administration Report of the Forest Department. (G. R. No. 7232, dated 12th September 1892.)

26. It is improper to insert criticisms of orders passed by Government in the Annual Forest Administration Reports which should be confined to detailing and explaining the operations of the year and in so far only as they affect those operations should Government orders be referred to. Government expect Conservators to carry out loyally and without cavil the orders issued to them, and the discussion in Administration Reports of the policy of Government orders must be discontinued. (G. R. No. 7232, dated 12th September 1892.)

27. The Conservators should in their Annual Administration Reports distinguish between misappropriations of (*a*) timber, (*b*) firewood and (*c*)

minor forest produce. (G. R. No. 7232, dated 12th September 1892.)

28. The Annual Forest Administration Report should distinguish between offences relating to the misappropriation of timber and wood, and those relating to the misappropriation of minor forest produce. The amounts of revenue collected on *each kind of minor forest produce* in each district should also be stated. (G. L. No. 6881, dated 29th August 1892, and G. R. No. 9846, dated 15th December 1892.)

29. The progress made in demarcation work should be noted in the Annual Forest Administration Reports. (G. R. No. 10056, dated 22nd December 1892.)

30. Thirty pages of print should be ample for the Annual Forest Administration Report and this limit should not be exceeded. (G. R. No. 10056, dated 22nd December 1892.)

31. An increased yield from forests under careful management should naturally be accompanied by a proportionate increase in net revenue, and when this is not the case, full explanation should be given in the Annual Administration Reports.

The receipts of the Forest Department in Sind represent not only the revenue derived from reserved and protected forests, but also the revenue derived from the sale of wood grown in various tracts of ordinary waste land. It is important that the receipts under all heads from forest reserves should be clearly distinguished in the Administration Reports from receipts from other supplementary sources, as it is otherwise impossible to estimate the real resources of the reserves themselves. (G. R. No. 4944, dated 8th July 1893.)

32. The directions contained in the Government of India's Circular No. 654-89* General, dated 14th March 1892, regarding the employment of the correct scientific nomenclature of all plants mentioned in botanic economic reports, should be observed in the preparation of the Forest Administration Reports. As regards the more generally known trees, plants, and products, it will, if the vernacular and not the scientific name is in common use, suffice to give the scientific equivalent once or twice when the product is first alluded to in the report. (G. R. No. 6318, dated 31st August 1893.)

**Vide* G. R. No. 3264, dated 7th April 1892.

33. The Conservators and Deputy Conservators in charge of circles should be careful in the preparation of their reports to avoid discrepancies between the figures given in the body of the reports and those given in the forms appended to them. (G. R. No. 7286, dated 6th October 1893.)

34. The summary of the reports of Forest Department embodied in the General Administration Report should comprise the same period as the

Annual Forest Administration Report. (G. R. No. 7592, dated 17th October 1893).

35. It will be sufficient, for the requirements of the Government of India, if 20 copies of each Annual Forest Administration Report are supplied to the Revenue and Agricultural Department. Three of these copies should accompany the letter from the Local Government or Administration submitting the Report with its resolution thereon, and the remaining 17 copies should follow by book-post. The Government of India also desire that the task hitherto undertaken by their Revenue and Agricultural Department of binding and distributing about 44 copies of each Annual Forest Administration Report, should henceforth be carried out by Local Governments and Administrations, which will thus have in their hands the complete distribution of the Reports. The Government of India would now suggest the distribution of 144 copies, as specified in the list appended. Local Governments and Administrations might also send copies to newspapers and make such additional distribution, of a local or general character, as may seem suitable.

As regards copies for the India Office, two *unbound* copies of each Report should, in accordance with the instructions conveyed in the Despatch from Her Majesty's Secretary of State, No. 101 (Statistics), dated the 20th November last, be forwarded "by the very first post after the Report is printed," addressed to the Secretary at the India Office in the Revenue and Statistics Department; and five *bound* copies should as hitherto be supplied to the India Office, addressed to Her Majesty's Under Secretary of State. The seven copies for the authorities named on the margin* should be packed separately for each addressee and forwarded, in one enclosing wrapper, to the address of the Under Secretary of State at the India Office, when they will be transmitted to the addressees.

*Her Majesty's Commissioner of Woods and Forests, London ...	1
Director of the Royal Gardens, Kew.	1
Librarian of the British Museum, London	1
Librarian of Cooper's Hill College, Staines	1
Secretary, Imperial Institute, London.	2
Sir D. Brandis, K.C.I.E., Bonn, Germany	1
Total ...	7

The Annual Administration Reports of the Andamans, Ajmere, and the Forest Survey Branch will continue to be printed and distributed by the Government of India.

Distribution List of Annual Forest Administration Reports.

Address.	Number of copies.	Remarks.
I.—In India.		
Government of India, Revenue and Agricultural Department.	20	
Government of Madras	7	Includes 2 copies for two Conservators.
„ of Bombay	8	Includes 3 copies for three Conservators.

Address.	Number of copies.	Remarks.
I.—In India—continued.		
Government of Bengal	6	Includes 1 copy for Conservator.
,, of the North-Western Provinces and Oudh.	8	Includes 3 copies for three Conservators.
Government of the Punjab	6	Includes 1 copy for Conservator.
Chief Commissioner of the Central Provinces.	7	Includes 2 copies for two Conservators.
Chief Commissioner of Burma ...	8	Includes 3 copies for three Conservators.
,, of Assam ...	6	Includes 1 copy for Conservator.
Resident at Hyderabad*	6	Do.
Chief Commissioner of Coorg ...	3	Includes 1 copy for Deputy Conservator.
,, of Ajmere ...	3	Includes 1 copy for Sub-Assistant Conservator.
Superintendent of Port Blair ...	3	Includes 1 copy for Deputy Conservator.
Agent to the Governor General in Baluchistan.	3	Do.
Agent to the Governor General in Central India.	1	
Director of the Forest School, Dehra Dún.	2	
Superintendent of Forest Surveys, Dehra Dún.	2	
Conservator of Forests, Nizám's Dominions, Secunderabad, Deccan.	1	
Inspector-General of Forests and Plantations, Mysore.	2	
Superintendent of Forest Department, Jeypore.	2	
Comptroller and Auditor General (Forests), Calcutta.	1	
Private Secretary to His Excellency the Viceroy (for Government House Library).	1	
Home Department, Calcutta ...	2	
Surveyor General, Calcutta	1	
Superintendent of the Botanical Gardens, Calcutta.	1	
Director of the Botanical Department, Northern India, Sharanpur.	1	
Superintendent of the Indian Museum (Economic Section), Calcutta.	1	
Meteorological Reporter to the Government of India, Simla.	1	
Reporter on Economic Products with the Government of India, Simla.	2	
"Indian Forester," Dehra Dún ...	1	
Total ...	116	
II.—Out of India.		
India Office, London...	5	Two *unbound* copies to be forwarded, by the very first post after the Report is printed, to the Secretary, Revenue and Statistics Department; and five *bound* copies to be sent, later on, to the Under-Secretary of State.
Her Majesty's Commissioner of Woods and Forests, London.	1	To be sent *through India Office*, addressed to Under Secretary of State.
Director of the Royal Gardens, Kew.	1	
Librarian of the British Museum, London.	1	
Librarian of Cooper's Hill College, Staines.	1	
Secretary, Imperial Institute, London.	2	
Sir D. Brandis, K.C.I.E., Bonn, Germany.	1	

* 2 Copies of the *Berar* Report only to be supplied to *Foreign Department*.

Address.	Number of copies.	Remarks
II.—Out of India—continued.		
Government of Victoria, Melbourne	2	
,, of Queensland, Brisbane.	1	
,, of New South Wales, Sydney.	1	
of South Australia, Adelaide.	1	
of West Australia, Perth.	1	
of Mauritius	1	
,, of Cape Colony	1	
,, of Canada	1	
,, of Cyprus	1	
,, of Ceylon	1	
,, of New Zealand ...	1	
,, of Japan	1	
Superintendent of the Botanical and Afforestation Department, Hong-Kong.	1	
Conservator of Forests, Bandong, Java.	1	
Commissioner of Agriculture, United States, America.	1	
Total ...	28	
Grand Total ...	144	

(G. I., R. & A., No. 8-F., dated 4th March 1891 ; *vide* G. R. No. 2359, dated 4th April 1891.)